MEETING AND EVENT PLANNER

Program Number: 31-106-10
Technical Diploma (1 year)
Campus: Beaver Dam, Fond du Lac, West Bend, Online
This program is eligible for financial aid (http://www.morainepark.edu/financial-aid/)

Moraine Park's Meeting and Event Planner technical diploma will help you to become skilled in planning, organizing, coordinating and executing events, both large and small.

About the Program

Professional events are a reflection of an organization's brand, which is why having a skilled professional to perfect the details is essential. Are you an organized person? A strong communicator? Do you love working with people? If so, the Meeting and Event Planner program at Moraine Park may be a perfect fit for you. This technical diploma program provides students with the skills and knowledge to succeed in entry-level meeting and event planner roles.

What You'll Learn

Students will gain experience in all aspects of the event management process, including setting goals and objectives, establishing themes, planning logistics, managing budgets, promotion and post-event evaluation. Graduates are skilled in project management and prepared to take the CAPM® exam through Project Management Institute (http://www.pmi.org/certifications/types/certified-associate-capm/), if they choose to do so. All program course credits can directly transfer to Moraine Park's A (https://catalog.morainepark.edu/program-information/programs/administrative-coordinator/)dministrative Coordinator (https://catalog.morainepark.edu/program-information/programs/office-management/) associate degree.

Transfer Opportunities

Your academic journey can continue at a four-year college or university. Earn your associate degree at Moraine Park and then apply those credits toward a bachelor's degree. Starting at MPTC makes completing a bachelor's degree **affordable**, **accessible** and **convenient**. You can go anywhere as MPTC has transfer agreements with colleges and universities both in Wisconsin and throughout the country.

Visit the Transfer to a Four-Year College (https://www.morainepark.edu/transfer-to-a-four-year-college/) page for more information on credit transfer agreements between Moraine Park and four-year colleges, both public and private.

Admission Process

Standard Admissions (http://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/) steps details

Credit for Prior Learning

Transform the skills and abilities developed through previous experience into college credit through MPTC's Credit for Prior Learning process.

- Transfer credit from other colleges/universities
- Earn college credit for your military training and experience
- Earn college credit via Advance Placement, CLEP, DANTES/DSST or MPTC Challenge Exams
- Earn college credit from previous/current work and life experiences

Visit MPTC's Credit for Prior Learning (https://www.morainepark.edu/academics/credit-for-prior-learning/) page for more information.

Approximate Costs

Tuition

Occupational

- $157.45 per credit (resident)
- $236.18 per credit (out-of-state resident)

Associate of Arts/Associate of Science

- $196.05 per credit (resident)
- $294.08 per credit (out-of-state resident)

Online students are not charged out-of-state fees.

Student Fees

- $6.00 minimum per course Material Fee
- $14.17 per-credit Supplemental Fee for Undergraduate courses
- $4.50 per term mandatory Student Accident Insurance Fee

Please refer to Cost of Tuition and Fees (https://catalog.morainepark.edu/billing/cost/) for additional enrollment fee information.

Financial Aid

Financial Aid is available for associate degree and technical diploma programs (those that are 2 semesters in length and typically with 28 credits or more). Processing can take 4-5 weeks after a student's completed Free Application for Federal Student Aid (FAFSA (https://studentaid.gov/h/apply-for-aid/fafsa/)) is received.

Several factors influence the total cost of your degree, including enrollment fees, the number of credits required, textbooks and equipment. Financial aid (https://www.morainepark.edu/pay-for-college/financial-aid/) can assist with those costs.

Course Requirements

Course	Title	Credits
Semester 1		
103-160	Microsoft Word	2
103-180	Microsoft Excel	2
106-101	Customer Service Essentials	3
106-113	Business Publications	3
106-135	Business Media Management	3
801-136	English Composition 1	3
890-101	College 101	2
	Credits	**18**
Semester 2		
101-184	Principles of Accounting	3
102-188	Introduction to Project Management	3
106-111	Business Communications	3
106-142	Business Meeting and Event Planning	3

Moraine Park Technical College is an equal opportunity and affirmative action College. Women, minorities, those with different abilities and veterans are encouraged to apply. For more information, visit http://www.morainepark.edu/nondiscrimination.

116-189	Team Building and Problem Solving	3
	Credits	**15**
	Total Credits	**33**

Program Outcomes

- Communicate accurate event details.
- Utilize technology for meetings and events.
- Coordinate meetings and events.
- Demonstrate professionalism and effective workplace relationships.

Pathways

- Administrative Coordinator Associate Degree (https://catalog.morainepark.edu/program-information/programs/office-management/)
  - Meeting and Event Planner Technical Diploma (p. 1)
  - Office Assistant Technical Diploma (https://catalog.morainepark.edu/program-information/programs/office-assistant/)
  - Office Software Specialist Certificate (https://catalog.morainepark.edu/program-information/programs/office-software-specialist-certificate/)

Earn technical diplomas and an associate degree along this pathway. Start with some courses for entry-level employment, and continue with additional courses for higher wages and job advancement.

Career Opportunities

- Activity and Events Coordinator
- On Site Coordinator
- Special Events Coordinator
- Catering Coordinator
- Conference Coordinator
- Conference Planner
- Events Manager

Estimated Salary Range

Average annual salaries for local workers in this career field range from $27,712 (entry level) to $38,616 (experienced worker).

Salary range estimates are based on wages for related occupations in the Moraine Park District as reported by Lightcast. Individual wages vary based on experience, industry, location and specific job requirements.

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